

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Acquisition Planning for Fiscal Year 2008 and Year-End Cutoff Dates

1. Enclosed is the Fiscal Year (FY) 2008 Great Plains Regional Medical Command (GPRMC) and Contracting Office Acquisition Planning guidance with respective cutoff dates. Please review your contract requirements and determine your FY 08 needs as soon as practicable. Provide Great Plains Regional Contracting Office (GPRCO) with as much lead time as possible but not less than that outlined in Enclosure 1. The GPRCO Customer Handbook outlines the required contents of a proper requirements package to include many useful tools. The GPRCO Customer Handbook and tools are found on the GPRMC Intranet.
2. Successful acquisition planning and requirements development is critical to ensure your contracting actions are executed in a time constrained year-end. Complying with the established cutoff dates contained herein is essential. Unexpected requirements and modification requests that materialize during the year-end surge will be approved on a case-by-case basis after coordination with Region Resource Management (RM) and Logistics. Proper planning and coordination will keep these to a minimum.
3. To assist you in identifying your FY 08 requirements, GPRCO will forward a listing and status of recurring and expiring contracts to the respective medical treatment facility (MTF) not later than 4 April 2008. After reviewing this information, ensure your activity plans accordingly to submit your requirements and notifications in a timely manner to GPRCO. Should you need guidance or assistance, do not hesitate to contact the GPRCO staff members who are available to assist you or the GPRCO Customer Service number at Commercial (210) 916-5190.
4. To minimize the impact of the historical increase in volume of requests at year-end, all GPRCO customers are encouraged to preposition requirements not currently funded but have a high probability of receiving funds. This includes FY 08 Unfunded Requirements (UFRs), FY 08 requirements Subject to the Availability of Funds (SAF) with an early FY 09 start/delivery date and your Capital Equipment Expense Program (CEEP) requirements.

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5. GPRCO will track and process UFRs, SAF and CEEP actions up to but not including award of the respective contract as time permits. It is imperative that requiring activities identify these actions as UFRs, SAF or unfunded CEEP in both the Description and Comments blocks of the Purchase Request. This will prevent inadvertent award of these actions. A signed memorandum or similar authorization from the respective MTF RM submitted through the GPRCO Chief or Deputy Chief is required to release funds and subsequent award. UFRs, SAF and unfunded CEEP requests shall comply with the cutoff dates/procedures enclosed.
6. All GSA Federal Supply Schedule requirements <\$100K require a completed GSA contract comparison worksheet and submitted with the proper requirements package. All requests for service contracts will be accompanied by a memorandum signed by the GPRMC Commander authorizing this action.
7. GPRCO is prohibited from contracting for IM/IT, facilities, furniture, and base operations type contracts. It is imperative that you coordinate closely with your local installation Directorate of Contracting to meet their established cutoff dates which are different then the cutoff dates established for GPRCO.
8. Point of contact for further information is Mr. Bruce Strauch, Deputy Chief, and GPRCO at Commercial (210) 916-5190 or DSN 429-5190.

FOR THE COMMANDER:



CARMINE F TAGLIERI  
LTC, MS  
Chief, GPRCO

2 Encls

1. Cutoff Dates
2. GSA Comparison Form

DISTRIBUTION:

Commanders, Great Plains Regional Medical Command Medical Treatment Facilities  
Commander, Institute of Surgical Research  
Commander, Dental Command  
Commander, Veterinary Command  
Commander, US Army Medical Department Center and School  
(CONT)

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CF: (CONT):

Deputy Commanders for Administration, Great Plains Regional Medical Command  
Treatment Facilities (w/encls)

Chiefs, Resource Management, Great Plains Regional Medical Command Treatment  
Facilities (w/encls)

Chiefs, Logistics Division, Great Plains Regional Medical Command Treatment  
Facilities. (w/encls)

## ENCLOSURE 1

### FY 2008 REQUIREMENTS PACKAGE SUBMISSION CUT-OFF DATES BY TYPE

(To ensure contract award NLT 30 SEP 08)

Requirement Type & Dollar Threshold	Priority Designation	Submission Cutoff Date
High Priority Supplies, Equipment, Services <\$100K	03	29 September 2008
High Priority Supplies, Equipment, Services <\$100K	06	19 September 2008
GSA Supplies & Equipment <\$100K	13	02 September 2008
Supplies, Equipment, Services <\$100K	13	01 August 2008
Supplies, Equipment, Services \$100K - \$500K	13	03 July 2008
Supplies, Equipment, Services \$500K - \$5M	13	05 June 2008
Any Requirement Over \$5 Million	13	02 May 2008
Exercise Option Regardless Of Dollar Threshold*	13	05 June 2008
Modification Requests To Include Deobligations	13	01 August 2008

### FY 2008 REQUIREMENTS PACKAGE SUBMISSION CUT-OFF DATES IN CHRONOLOGICAL ORDER

Requirement Type & Dollar Threshold	Priority Designation	Submission Cutoff Date
Any Requirement Over \$5 Million	13	02 May 2008
Exercise Option Regardless Of Dollar Threshold	13	05 June 2008
Supplies, Equipment, Services \$500K - \$5M	13	05 June 2008
Supplies, Equipment, Services \$100K - \$500K	13	03 July 2008
Modification Requests To Include Deobligations	13	01 August 2008
Supplies, Equipment, Services <\$100K	13	01 August 2008
GSA Supplies & Equipment <\$100K	13	02 September 2008
High Priority Supplies, Equipment, Services <\$100K	06	19 September 2008
High Priority Supplies, Equipment, Services <\$100K	03	29 September 2008

**Note:** Requirements shall comply with priority designation standards outlined in AR 710-2 and DA PAM 710-2-1. All Priority 03 (life, limb or serious injury etc.) and Priority 06 (impacts mission accomplishment etc.) requirements shall be reviewed by the Commander or the designated representative (designated in writing) prior to submission.

\*Cutoff date for exercising the option year on an existing contract is for an option year that begins 1 OCT 08. For off-cycle contracts, cutoff date to submit requests to exercise the option year is determined by the Contracting Officer and is generally 90 days prior to the end of the current contract year.

## Enclosure 2 FSS Comparison Worksheet

### HEADER

OFFICE SYMBOL \_\_\_\_\_

DATE \_\_\_\_\_

MEMORANDUM FOR Great Plains Regional Contracting Office

Subject: GSA/VA Contract Comparison Worksheet – “Best Value” Selection

1. Purchase Request No: \_\_\_\_\_

2. Description of item being evaluated: \_\_\_\_\_

### Evaluation Criteria – Rating Guide (when not available – NA)

Excellent – 5	Very Good – 4	Good – 3	Fair – 2	Poor – 1
ITEM DATA	SOURCE 1	SOURCE 2	SOURCE 3	
Contractor/Vendor GSA/VA Contract No.				
Brand/Model Item/Cat No.				
Price				
CRITERIA/CONSIDERATIONS	EVALUATION Rating/Comment	EVALUATION Rating/Comment	EVALUATION Rating/Comment	
Past Performance				
Special Features				
Trade-In				
Durability and/or Life Cycle				
Warranty Service				
Maintenance Availability				
Environmental Factors & Energy Efficiency				
Delivery Terms				
<b>SELECTED CONTRACTOR/ITEM</b> Brief Explanation of Basis for decision:				
<b>EXPLANATION:</b> Objective of evaluation from at least three sources is selection of “best value” products. Purchasing data should be current. – e. g. quotes should be obtained within 30 days of submission (only those for the selected products need to be forwarded). Other considerations for evaluation maybe used. “Best value” product is not a sole source but one that offers greater benefits in comparison to other products. Justification of a sole source requirement must include an explanation of the unique features/capabilities that are “NOT AVAILABLE FROM ANY OTHER SOURCE” and full documentation of how the Government will be harmed if these specific features are not acquired must be included. Comments such as “latest technology” are not adequate unless it has capabilities no other product has. Sole source justifications require the written approval of a GPRCO Contracting Officer prior to placing an order. This table may be expanded or additional pages attached to provide the appropriate information.				

3. POC Information (Name/Phone): \_\_\_\_\_